

*Enclit*

ODP 81-203

17 FEB 1981

MEMORANDUM FOR: Chief, Audit Staff

FROM: Bruce T. Johnson  
Director of Data Processing

SUBJECT: Report of Audit of Office of Data  
Processing as of 30 September 1980

Attached are ODP responses to the recommendations contained in the subject report. For convenience we have repeated each recommendation beside each ODP response.

[Redacted Signature Box]

Bruce T. Johnson

STAT

Att: a/s

Report of Audit of Office of Data Processing  
as of 30 September 1980

ODP has reviewed the 3 recommendations that are contained in your Audit Report with the following comments:

Audit Staff Recommendation

ODP Response

#1: Formally designate a position as Operations Security Officer and have the incumbent report to the Deputy Director ODP/Processing to ensure adequate authority to administer an operations security program.

We concur in your suggestion that a position of Security Officer in Operations Division be formally established. In your explanation of the issues, however, you stated that "numerous potential security weaknesses and safety hazards were observed in the computer centers (primarily in the Ruffing Center)." It is my understanding that you made 3 suggestions dealing with the receptionist areas in the Ruffing Center that were quickly implemented. That hardly seems like "numerous potential security weaknesses." Concerning your statement about the chain of command, I have designated that this incumbent should report to the Chief, Operations Division. I have been assured by the Deputy Director for Processing that he will receive periodic reports on the activities of this Security Officer.

#2: Identify and prioritize the Agency's emergency ADP requirements and develop written operating procedures to ensure a successful exchange of applications between the two computer centers. Also provide for periodic updates and tests of the plan after development.

Concur. ODP will insure that the major applications running in each computer center can be executed in the other. This process has already started with running a large batch Ruffing Center job in the Special Center. In addition, two planning documents will be written (1) Definition of Responsibility In Case of Disaster and (2) Restoration Plan. The first document deals with keeping ODP running with its limited resources and the second specifies the steps necessary to restore the service that was destroyed.

Audit Staff Recommendation

ODP Response

#3: Continue efforts to improve  
fire safety within the Special  
Center.

Concur.

STAT

A final editing note, the Background Section specified that ODP has a